

2/28/05

MONTGOMERY PUBLIC SCHOOLS
Montgomery, Alabama

REQUEST FOR PROFESSIONAL LEAVE/DETACHED DUTY

Date 2/22/05 Name Lowe, III Melvin T
(Please Print)
School/Department Daisy Lawrence Position Teacher - Teacher

Paid From (Check One):
☐ Federal Fund
☒ Non-Federal Fund

Human Resources Manager
Montgomery Public Schools

I am requesting approval to be absent from my regular duty assignment on the following dates:

March 9th + 10th 2005.

Reason for Absence: (specific details)

See Attachment

I am attaching other information related to my request. ☒ YES ☐ NO (Circle one)

If approved, I will need a substitute

☒ YES ☐ NO (Circle one)

[Signature]
Signature of Employee

418-25-1365
Social Security Number

I recommend:

☒ Approval

☐ Denial (Circle one)

Not in line with current job description at this time.

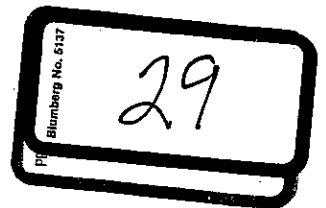
Human Resources Manager's Use Only:

[Signature]
Signature of Principal/Supervisor/Director

Date

2/23/05

Date



AEA/Lowe 00173

Submit all copies to Human Resources Manager's Office

MPS 254-95